

OBJECTIVES TO BE ACCOMPLISHED BY THE
RECORDS ADMINISTRATION BRANCH
DURING FISCAL YEAR 1974

G. Objective

To ensure a meaningful Annual Records Management Conference in October 1973.

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Techniques to be Used

1. Preliminary meetings will be held with the Directorates Technical Committee Members to develop the agenda for the conference. Allied meetings will be held between the Records Administration Branch personnel, records personnel and members of the Microfilm Branch/Support Services Staff.
2. Program several speakers for the meeting. They should be senior Agency staff employees or U. S. Government personnel actively involved in records management.
3. Assign specific duties to members of the committee to: (a) develop plans for the conference, (b) monitor the logistics preparations, and (c) coordinate the overall program, etc.

Benchmarks

1. Establish deadline for first meeting on the conference with the Technical Committee no later than mid-April.
2. Establish responsible person who is overall coordinator NLT mid-May.

Benchmarks (cont'd)

3. Publicize conference within the Agency records community four months prior to 10 October 1973 and continue publicizing until conference is held.

4. Be certain the Logistics Planning Officer is coordinating his requirements with ☐ personnel. Issue agenda and conference instructions to all prospective attendees two weeks prior to meeting.

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Feedbacks

1. Plan progress reports on status of conference planning each month.
2. Summarize critiques received from attendees from conference.
3. Have a follow-up meeting with attendees after conference to report on accomplishments.

Measurable Results

The following questions should be answered:

- a. Did the conference serve the purpose for which it was intended?
- b. Is there a need for an annual conference?
- c. Did the conference bring the records people together for the common goal of striving for more effective management of records?

Approval

Date